

Classification

8

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REPORTS INVENTORY

DDS/OTR/SUS-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Course Schedule Projections

2. TYPE
OF
REPORT

STATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☒ SECURITY
MEDICAL ☒ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

7 (AT)
4 (MT)

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annual

6. DISTRIBUTION (No. of components not
number of copies)

2 (C/SUS, ISS)

7. FORMAT (memorandum, form
computer print-out, etc)
Memo (and chart)

8. ADP PROCESSING

☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo from C/ISS/TR, 4 Sept 70

10. PREPARING COMPONENT (include lowest level
contributing information to report)

SUS-AT and AT-CTF
DC/SUS-MT (MT and MEDC)

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None (the two reports are sent separately
to ISS)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15 (2)	\$12.80		8		\$102.40		2		\$204.80
14 (3)	11.00		24		264.00		2		528.00